



Vacancy

IFOAM Organics Europe
Communications Assistant

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Your title: Communications Assistant

You will report to: Communications Manager

Key tasks

You will be responsible for...

Content generation & (new) media work (20%)

1. Drafting content for interviews, press releases, internal publications, and other in-house content
2. Supervising publications' production and design processes; liaison with designers and other subcontractors

Project & event-related communication (30%)

1. Drafting project communications and dissemination plans
2. Executing, monitoring, and reporting on project-related communications tasks
3. Executing, monitoring, and reporting on event-related communications tasks

Communications tools management (40%)

1. Maintaining and monitoring the evolution of communications tools: Constituent Relationship Management (CRM) system, intranet, and extranet (SharePoint), IT Wiki, NetGear
2. Leading on the integration of Teams and IFOAM Organics Europe's intranet environment
3. Website maintenance, content drafting and liaison with colleagues regarding website updates
4. Supporting production of IFOAM Organics Europe's newsletter

Other communications tasks (10%)

1. Coordinating IFOAM Organics Europe's Expert Group on communications
2. Monitoring progress and reporting on the LIFE programme
3. Supporting GDPR requirements linked to communications activities

Who are we looking for?

Your experience – Essential

- Up to 2 years of experience in communications or media, preferably within the EU context
- Excellent verbal and written command of English
- Skills in social media and communications
- First experience in developing print and online content
- Good command of Microsoft Office applications package
- Quick at learning new software programmes



Your experience – Desirable

- Basic knowledge of Content Management Systems (preferably Drupal or WordPress) and Constituent Relationship Management systems (preferably CiviCRM)
- Basic graphic design skills and knowledge of online tools
- Command of other EU languages is an asset
- Knowledge of EU Institutions and EU processes
- First experience in Non-Governmental Organisations and/or a membership-based organisation

Your skills & attributes

- Ability to work independently as well as in a team
- Good interpersonal and communication skills
- High attention to detail and good organisational skills
- Ability to work in an intercultural environment
- Flexible and able to adapt to new situations
- Understanding of and empathy with the aims and objectives of IFOAM Organics Europe

What are the conditions of your employment?

- Full time position - Monday to Friday, 38 hours/week
- Based at the IFOAM Organics Europe office in Brussels
- Salary between €27,000.00-€38,000.00 gross yearly depending on qualifications and experience
- Employment period: indetermined contract with a starting date as soon as possible
- High level of flexibility with floating hours and possibility of home working
- Home working allowance on daily base
- Public transport coverage from home to the office or bike km
- Hospitalisation and health insurance plan A-Z from DKV
- Meal voucher (€8/ working day with €1.09 at charge of the employee)
- €250 eco-cheque/year (prorate of the number of months worked)
- Working from abroad (max 1 month per civil year)
- Holidays payment (92% of the salary in June if applicable)
- 24 days holiday per year
- Extra holidays: Christmas Break from 24-31 December and the Friday after Assumption

How can you apply & what is the procedure?

The deadline for applying is Monday 4 September 2023. Online complete applications using the [online form](#) will be considered. **We will interview successful candidates on 6 and 7 September.** Please block both dates in your calendar.

Please note that selected candidates may also be required to complete a written test during the assessment.

Due to the high number of applications, we will only be able to respond to shortlisted candidates. Thanks for your understanding.

We are an organisation committed to values of democracy, respect, integrity and sustainability, and [the principles of organic agriculture](#): Care, Health, Equality and Fairness. We are committed to equal opportunities and diversity.

